



Baldwin Elementary Intermediate Center

Handbook

2025-2026



Approved by the USD 348 Board of Education
6/19/2024

Baldwin Elementary Intermediate Center

BESIC MISSION

The mission of Baldwin Elementary School community will provide opportunities for students to become educated, responsible, and productive citizens.

USD 348 MISSION

Preparing students to positively impact the world through academic, social-emotional and behavioral success.

HANDBOOK DISCLAIMER

While this handbook will cover a variety of topics, it is not meant to be an "all encompassing document." Administrators are given the flexibility to work with situations that may not be specifically covered here. District policies and procedures are subject to change and we will work to provide timely notice of all changes.

ALLERGY ALERT

BESIC is a peanut, tree nut, and latex-aware school.

#baldwinbuilt



Baldwin Intermediate Center

100 Bullpup Drive
P.O Box 67
Baldwin City, KS 66006
(785) 594-2725



Administration

Dan Wallsmith, Principal
Michel Bonham, School Social Worker

Our Pledge:

I will...

Be responsible for my own actions
Encourage and show honor to
others

Show respect for myself and those
around me

Include honesty and trustworthiness
in my daily actions

Continuously work hard and never
give up

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SCHOOL TIMES

Supervision is not provided prior to 7:30 A.M. or after 3:35 P.M.

7:30 AM	Students may begin arriving. Breakfast service begins
7:55 A.M.	Students may go to classrooms
8:05 A.M.	School begins
3:17 P.M.	Dismissal for students

Students not riding the bus need to arrive by 7:50 for breakfast. Breakfast is available to students until 8:05 each morning. Students who ride the bus will be allowed to eat breakfast past 8:05 if their bus is late arriving to school. Students may begin arriving at 7:30. Breakfast is served in the commons. Students not eating breakfast will go to the gym until 7:55.

Before and after school care is provided onsite by Baldwin City Recreation. Register directly by calling 594-3670 or online at <http://www.baldwinrec.org/>

Supervision of students is not provided until 7:30 except for those students enrolled in the before-school care program through the BCRC. For the safety of our students, parents/guardians who drop students off at school prior to 7:30AM may be reported to the Department of Children and Families and/or local law enforcement.

School personnel are not responsible for handling student misconduct that occurs prior to 7:30. Conduct or behavior issues may be referred to law enforcement and could result in students being banned from school grounds prior to 7:30.

Please call our office if you will be late to pick up your child. All students need to be picked no later than 3:35. If our office has not had contact from a parent of any student still at school after 3:35, we will contact our SRO or the Baldwin City Police Department to assist in locating parents/guardians.

AUTOMATED CALLING SYSTEM

USD 348 will use an automated calling system to notify parents of important school

announcements such as school cancellations, school activities, etc. In order for the system to be successful, it is important parents maintain current phone numbers and email addresses on file in the school office.

The automated system is also used by the building administration for communicating important school-related information through email, including flyers from various groups about local events. Any parent who opts to unsubscribe from this service will not receive any school-wide communications.

PHONES and MESSAGES

Important messages to students/teachers will be delivered by the office staff. Only in an emergency should teachers or students be expected to come to the phone while class is in session.

PARENT/SCHOOL COMMUNICATION

Students are NOT permitted to change their own arrangements for getting home. Parents may send a note or must call the school office prior to 2:45 P.M. if their child's way of getting home has changed. A note will be sent from the school office to your child's teacher. Without a note from a parent, students will use their normal mode of transportation to get home.

Please send emails about student absences or changes of plans to your child's teacher AND our secretaries: besic-secretaries@usd348.com

CIVILITY POLICY

BOE POLICY KAA

Baldwin USD 348 believes interactions among individuals should be of a positive and productive nature. In accordance with this belief, it is the policy of the School District to treat everyone -- fellow employees, students, parents, patrons, visitors, anyone having business with the district -- with fairness and respect. The district also expects that anyone having interaction(s) with employees of the district will

treat them with professionalism, courtesy, dignity, and respect.

Any violation of the Civility Policy may result in disciplinary action deemed appropriate by the administration, which may include, but is not limited to suspension from school and/or activities or limited access to district property or events.

DELIVERIES

Parents wishing to bring items to school for their child should bring those items to the school office. School personnel will deliver the items or have your child come get them at a time that is not disruptive to classroom instruction.

Any item delivered to school for students that is not considered essential for school purposes will be kept in the office for the student to pick up at the end of the day.

VISITING SCHOOL

Parents are welcome to visit school. Please contact the teacher to arrange a visit to your child's room. ALL VISITORS NEED TO SIGN-IN AT THE FRONT OFFICE UPON ARRIVAL. In certain circumstances, visitors may be escorted to their destination by school staff. The presence and actions of visitors shall not interfere with classroom instruction or school operations.

PARENT-TEACHER CONFERENCES

Conferences for the 2024-2025 school year are scheduled for **Oct. 16 and 17** and **February 10, 12, and 13**. Due to time limitations, there is only one conference time slot per student. In the best interest of the children, it is the parents' responsibility to work this out and schedule accordingly.

STUDENT CUSTODY

The district recognizes that divorced parents continue to share caregiving and custody of their children and that each parent, if not otherwise prohibited by court order, should

have equal access to information regarding his/her child's school progress and activities.

The district recognizes the value of providing information to both parents regarding school progress and activities pertaining to their child(ren). Upon request to a child's principal, either parent may obtain copies of school information such as report cards and progress reports

LUNCHROOM

Appropriate meal behavior is expected of students in accordance with the BESIC Lunchroom Guidelines, available from the principal.

A positive balance should be maintained in all accounts. Extra milk may be purchased for an additional cost. Negative charges will not be permitted for a la carte sales (milk, juice, ice cream). Student account balances will be carried over to the following school year. Parents may request a refund if the student is moving to virtual learning or the student is moving out of the district. (changes per Charlee Juett).

WATER BOTTLES

Students are allowed to bring water bottles to use in class, but they must only contain water unless permission has been granted by the teacher.

GUM/CANDY/POP

Gum, candy and soft drinks are not allowed during class except for special occasions with prior permission from the teacher.

SNACKS

Students may bring snacks from home to eat at designated times and locations as determined by the classroom teacher.

CLOTHING

Parents and students are urged to use good judgment on proper attire. Weather, neatness, and cleanliness are all important factors. Items displaying inappropriate messages should not be worn to school. Shorts should be of appropriate length. Tops or bottoms exposing midriff or underwear are not acceptable. On physical education days, students should wear tennis shoes. Hats, hoods, costumes, or accessories from costumes may not be worn in the building except on designated days. Principal has authority to determine appropriateness of student dress.

RAILROAD TRACKS

Students are to stay away from the railroad tracks except when using the designated walking/bicycle path to cross onto Elm Street. When crossing at this location, students are responsible for crossing safely.

BICYCLES

Students are strongly discouraged from riding bicycles on Highway 56. Bike riders should use the path from Elm Street or the sidewalk along the north edge of the school grounds. Bicycles should be parked in the bicycle racks upon arrival at school. Locks are recommended.

BUS

BOE Policy JCG

1. All school rules apply to school buses.
2. Be courteous and respectful of others and their possessions.
3. With the exception of water, no eating or drinking is allowed on route buses.
4. Stay in your seat and keep noise to a moderate level.
5. Keep head, hands and feet to yourself and inside the bus.
6. Keep aisle open and unobstructed.
7. Do not be destructive.
8. Bus driver is authorized to assign seats.
9. Promptness is expected of drivers, riders and sponsors.
10. No animals are allowed on the bus at any time unless prior arrangements have been

10. (cont) made with the bus driver and teacher(s).
11. Skateboards are not allowed on the bus.

Parents are encouraged to review the complete [USD348 Transportation Handbook](#) with their child(ren).

PLAYGROUND

1. Follow directions courteously.
2. Sit on all moving equipment.
3. Hands only on the overhead activities. Do not "chicken fight" or sit on top.
4. Ropes are for jumping only and must be used on the black top.
5. Keep hands and feet to yourself.
6. Games involving balls should be played on the appropriate surface.
7. If utility balls are used in organized games on the black top, a teacher must supervise, and the games must not jeopardize the safety of others.
8. Sit in the swings-one per swing. Do not swing sideways or twist the swings.
9. No sliding on ice. Snowballs may be thrown only at the designated target.
10. Students are not to venture beyond the mowed areas without staff supervision and permission.
11. Students are permitted to play on snow-covered areas of the playground and should dress appropriately.

SAFETY DRILLS

Fire and Tornado/weather drills are conducted in accordance to Kansas Fire Prevention Codes. Other emergency drills are practiced at various times throughout the school year.

PERSONAL SAFETY

Kansas School Safety Hotline 1-877-626-8203
Threatening, aggressive or harassing behavior toward others will not be tolerated. The personal well being of all students and staff will be our primary focus. All student threats will be treated as authentic. The student(s) may be isolated and/or parent(s) contacted.

PERSONAL PROPERTY

Toys, balls, bats, electronic devices and other personal property should be left at home unless prior arrangements have been made with the classroom teacher. The school is not liable or responsible for any lost, damaged, or stolen electronic devices or personal property brought to school. Skateboarding and rollerblading are not permitted on school district property.

Heelies may not be used during school hours.

Weapons, knives, matches, laser pointers, etc. will be collected on sight and may result in disciplinary action. This includes bullets, shells, and casings.

PARTY INVITATIONS

Invitations to parties may not be delivered at school unless all students in the class receive an invitation. The school does not provide individual parent and/or student contact information.

PLEDGE OF ALLEGIANCE

Our school recites the Pledge of Allegiance each day over the intercom during morning announcements. While participation is optional, students must respect the rights of others to make the choice to participate.

HOMEWORK

For the 2024-2025 school year, BESIC teachers will not be assigning, collecting, or grading homework. Parents who wish to extend learning opportunities at home can use the [online resources](#) located on our school website. You are encouraged to contact your child's teacher to determine the current topic of study in each content area.

OUTDOOR RECESS POLICY

An opportunity to play outdoors at recess is beneficial to students. As such, BESIC students will go outside for recess whenever the air temperature or real feel temperature is 20 F or higher. Limited recess is allowable when the air

temperature or real feel temperature is colder than 20°F but warmer than 10°F. On these days, the building administrator will determine if the conditions are favorable for outdoor recess. Students are expected to go outside and should dress appropriately. Students are permitted to play on snow-covered areas of the playground.

STUDENT ILLNESS

When students become ill at school, parents will be called to help determine if the child is able to stay at school or needs to be sent home. Students who have a fever or show physical signs of illness such as vomiting or diarrhea will be required to leave school. Please be sure your child has been fever-free for 24 hours without fever-reducing medication and free of vomiting and diarrhea for 24 hours before sending him/her back to school. Illnesses spread very quickly in the school setting. Please help us protect the health of our students and staff.

ATTENDANCE POLICY

BOE POLICY JBD-R

Truancy - Kansas compulsory attendance law (K.S.A. 72-1111) requires all children between the ages of seven and eighteen to attend school regularly in accordance with the specific policies established at each school. A student is considered truant when he/she has 3 consecutive unexcused absences, 5 unexcused absences in a semester, or 7 unexcused absences in a school year. By statute, students who are truant will be reported to the Department of Children and Families (DCF).

Notification - Please notify the school office by phone (785) 594-2446 prior to 9:00AM on days your child will be absent. Messages about school absences can be left on the school phone before or after school hours as well. Students leaving early must check out at the office.

Excused absences are based on the honesty and integrity of the parent or legal guardian. Parents/guardians are asked to call the school the day of the student's absence to report the nature of the absence. An absence will be

recorded UNEXCUSED until the parent/guardian contacts the office providing a reason for the absence. This list below contains possible reasons for an excused absence, but it is not an inclusive list. Per USD 348 Board policy, the building administrator has the final decision as to whether an absence is excused or unexcused and can request written notes from a physician to excuse absences.

This list includes possible reasons for an excused absence:

- Personal illness
- Medical/dental/mental health appointment - A doctor’s note is needed to re-enter school for an illness in excess of 5 consecutive days.
- Court Proceeding
- Funerals/Bereavement
- Religious observances requested by parents/guardians in advance
- Travel/family vacations that have been pre-arranged with the Principal. (Family vacations during time that school is in session are ordinarily detrimental to the academic progress of the student and are discouraged.)
- Other emergencies or circumstances to be determined as the case requires
- Absences due to military deployment or active duty service of family member
- Participation in school sponsored activities

Unexcused Absences - Reasons other than those considered as valid excuses for absences will be classified as unexcused. The building administrator or other designated representative will determine if an absence is to be marked as excused or unexcused. Scenarios such as failure to notify the school of an absence 48 hours after the absence occurred, failure to respond to the school’s attempt to contact you about an absence, oversleeping, shopping, photo sessions, hair appointments, babysitting, missing the bus, leaving school grounds, or skipping class can be/are considered unexcused absences. Those

scenarios are not considered inclusive due to various situations that can develop that could determine an absence to be unexcused.

Tardies - Students are considered tardy at 8:05. A student who is more than 30 minutes late or not present for 30 minutes or more of the school day has missed a significant part of the school day and will be considered absent for a half day.

A student who reaches 10 absences (including half-day absences) will need to have a doctor’s note for further absences to be excused.

Absence/Tardy Definitions

Tardy	Arrive 8:05-8:35 AM
1/2 Day Absence	Arrive after 8:35 AM
Short Absence	Leave school for 30+ minutes

MAKE-UP WORK

It is the student’s and/or guardian’s responsibility to obtain make-up assignments from teachers following an excused or unexcused absence.

USE OF QUIET ROOMS

Baldwin Intermediate Center allows the use of quiet rooms for the purpose of isolating students from their peers when school staff deem it appropriate to ensure the safety and/or privacy of the student being isolated or for the safety of any other students or staff members. Use of the rooms is documented and parents are notified when students are placed in a quiet room. Student egress from the rooms is possible at all times. Quiet rooms are also allowed for the purpose of in-school suspension. Quiet rooms may also serve as a place for students to complete work, either of their choosing or that of their teacher.

INTERNET ACCEPTABLE USE POLICY BOE POLICY IIBF, IIBG

It is the policy of USD 348 to mandate and expect that technology, including the internet system be used in a responsible manner. All internet use must conform to the school district's non-harassment policies, follow established etiquette and copyright policies, and be limited to appropriate materials. USD 348 has established policies and procedures for the use of all technology systems along with rules governing the behavior for accessing the system. All electronic communications, including e-mail and internet communications, should conform to the school district's acceptable use policies. Those who do not comply with the standards of behavior outlined in the technology usage guidelines or with the Internet rules may lose their privilege to use the system and/or be subject to disciplinary action that may result in the loss of network privileges and/or additional disciplinary action up to and including referral for legal action. Students shall have no expectation of privacy when using district e-mail or computer systems.

E-mail messages shall be used only for approved educational purposes. Students must use appropriate language in all messages. Students are expected to use the system following guidelines approved by teachers or the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the staff and/or administration. The school retains the right to duplicate any information created by students in a computer system or on any individual computer. Students who violate these rules, or any other classroom rules relating to computer use are subject to disciplinary action up to and including suspension from school.

TECHNOLOGY USAGE GUIDELINES BOE Policy IIBF, IIBG

In the schools, student access to, and use of, the Internet will be available only through

teacher/adult designee supervision and as such should be under teacher direction and monitored as any other classroom activity. Users shall promptly report to a teacher or other school employee any message received that is inappropriate or makes the user uncomfortable. In the schools, E-Mail access for students may be used for classroom related use only. E-Mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to authorities. All students must receive approval from the supervising teacher before downloading or printing from the Internet. All copyright issues regarding software, information, and attributions of authorship must be respected. If you are unsure whether or not you can use a specific item, you should request permission from the copyright owner. Copyright law can be very complicated. If you have questions, ask your teacher. The unauthorized copying or transfer of copyrighted material will result in the loss of network privileges.

1. Do not use abusive, vulgar, or inflammatory language in E-Mail messages.
2. Make your message short and to the point. Do not tie up the network by downloading large files or sending huge mailing.
3. Do not reveal your personal address, phone numbers, social security number or any other personal information.
4. Do not vandalize computers, network devices, or alter software.
5. Do not deliberately spread computer viruses.
6. Do not intentionally search for, view, or distribute inappropriate materials.

In compliance with federal guidelines, USD 348 has installed and maintains a filtering device that is monitored on a regular basis. Access to the Internet is not a right, but a privilege. If students violate rules they will lose access privileges and may be subject to disciplinary action. Any take-home technology shall be used in the same manner as if it were at school. Parents who do

not wish their child to have access to the Internet may sign a form which is available in the office.

Consequences of misuse: User privileges will be revoked and students may face other disciplinary action according to existing policies.

EMERGENCY SAFETY INTERVENTIONS BOE POLICY GAAF

The Board of Education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined in policy GAAF. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This ESI policy is available on the district website, the landing page for the BESIC website and is linked [here](#) in the school handbook.

FERPA

Family Educational Rights & Privacy Act BOE Policy IDAE

The list below describes how we at BESIC would use “Directory Information”. We want to make sure that you know how we would use that information. If you check any of the boxes for these items during the enrollment process we will not be able to include your child in the following:

Name – class lists, in class postings, no classwork displayed

Address – N/A

Phone Number – N/A

Date of birth – intercom announcements on birthday; in class posting of birthday

Participation in sports/activities – N/A

Weight and height – N/A

Dates of attendance – N/A

Degrees and awards received – intercom

announcements of special award, Student of the Week, recognition at assemblies

Recent or previous school attended – N/A

Class designation – posting of which class a student is in

Major field of study – N/A

Photos – yearbook, BESIC website group activity photos, Elementary Art Fair recognition, etc.

BULLYING

BOE POLICY JDDC

The board of education of USD 348 prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle, or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

Students who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

Bullying means: a) any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property;
- Cyberbullying; or
- Any other form of intimidation or

harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection of K.S.A. 72-8205 and amendments thereto.

PICK-UP PROCEDURES

In order to keep students safe and the flow of traffic moving at dismissal time, it is important for those who are picking up students from school to observe these procedures:

There are TWO pick-up lines - one in the front of the school and one in the south parking lot. Both can be used for any student(s). It is up to the person picking up a student to determine which lane to use. Please be sure to communicate that to your child's teacher so he/she can send the student to the correct door.

When arriving at the pick-up lane, please pull forward to the "Pick-Up Lane Begins Here" signs if you are the first in line. All others should pull up directly behind the vehicle closest to the front of the line.

Students will load from the front of the pick-up lines. Please continue to pull forward until you are near the front loading area.

Students should not load or unload from vehicles on Bullpup Drive.

There is no parking in the front lot during dismissal time. To park and pick up students, use the south lot only if you park in a marked space in either lot, please walk through the line of cars to come get your child. Students will not be allowed to walk unattended through the pick-up lines.

Staff members are on duty to ensure student safety.

BEHAVIOR EXPECTATIONS

School-wide behavioral expectations are reviewed with students at the start of each school year. Each classroom teacher develops

and reviews his/her set of classroom expectations as well. It is our goal to approach behavior proactively by making our expectations clear to students, teaching the expectations, and then reinforcing and reteaching them as needed.

At times, a staff member may determine that a behavior referral is necessary. He/she may conduct the referral with the student or may send the student to the office. The result of the referral is always determined on a case-by-case basis taking into account the details of the behavioral incident.

CODE OF STUDENT CONDUCT

The Baldwin USD 348 Code of Student Conduct outlines student behaviors in more detail.

CELL PHONES AND ELECTRONIC DEVICES

All electronic devices are to be secured in backpacks during class when not in approved classroom use. Examples of electronic devices include but are not limited to: cell phones, smart watches, smart devices, e-readers, portable audio players, earbuds, etc.

Failure to do so will result in the following consequences:

1. First offense - The teacher/staff member will confiscate the phone which may be retrieved from the teacher/staff member at the end of class.
2. Second offense - The teacher/staff member will confiscate the phone which may be retrieved from the office after the dismissal bell.
3. Third offense - The teacher/staff member will confiscate the phone which must be picked up by the parent/guardian.
4. Additional offenses may result in disciplinary action

Students are permitted to use an electronic device during class only when use is approved by the classroom teacher. Students are

permitted to use electronic devices before and after school as long as they do not interfere with the school or classroom learning environment.

The school is not responsible for lost, stolen or damaged devices.

Students may be instructed to leave their electronic devices in the classroom when they ask to leave the classroom. Use of any electronic device to record audio, take pictures or record video in areas where there is an expectation of privacy is strictly prohibited and subject to disciplinary action. Use of any electronic device to record audio, take pictures or record video of any student misconduct, or to promote misconduct, is strictly prohibited unless an incident is being documented so that it can immediately be brought to the attention of a staff member.



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